

Notes:

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0001 GROUNDS MAINTENANCE**

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
0001-02 PERMANENT WAGES	203,645	203,645	203,645	215,072
0001-04 TEMPORARY WAGES	60,000	60,000	60,000	80,000
Line Item Detail				
1 Seasonal Employees				80,000.00
		Line Items Total		80,000.00
0001-06 PREMIUM PAY	16,000	16,000	16,000	16,000
Line Item Detail				
1 Overtime for Full Time and Seasonal Staff				16,000.00
		Line Items Total		16,000.00
0001-08 LONGEVITY	665	665	665	796
0001-11 SHIFT DIFFERENTIAL	200	200	200	200
Line Item Detail				
1 Shift Differential				200.00
		Line Items Total		200.00
0001-12 FICA	21,312	21,312	21,312	23,873
Line Item Detail				
1 FICA				23,873.20
		Line Items Total		23,873.20
0001-14 PENSION	30,654	30,654	30,654	34,524
Line Item Detail				
1 PENSION				34,524.00
		Line Items Total		34,524.00
0001-16 INSURANCE - EMPLOYEE GRP	102,648	102,648	102,648	101,784
Line Item Detail				
1 INS				101,784.00
		Line Items Total		101,784.00
0001-20 ELECTRIC POWER	13,500	17,500	13,500	18,000
Line Item Detail				
1 ELECTRIC FOR GOLF COURSE				18,000.00
		Line Items Total		18,000.00
0001-22 TELEPHONE	1,000	1,000	1,000	1,500

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Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Line Item Detail				
1 Service Electric Internet				1,500.00
		Line Items Total		1,500.00
0001-30 RENTALS	165,390	165,390	165,390	161,625
Line Item Detail				
1 KS State Bank Lease (payment 5 of 5)				34,840.38
2 Portable Toilets (4 toilets, 2x/week cleaning)				3,400.00
3 Air Compressor Rental				1,000.00
4 Golf Cart Lease (payment 2 of 4)				67,166.10
5 Univest Capital Equipment Lease (payment 2 of 5)				33,689.54
6 Univest Equipment Lease (payment 1 of 5)				21,529.18
		Line Items Total		161,625.20
0001-32 PUBLICATIONS & MEMBERSHIP	800	800	800	1,250
Line Item Detail				
1 GCSAA				800.00
2 Pesticide Applicator & Technician Renewals				50.00
3 Audubon				400.00
		Line Items Total		1,250.00
0001-34 TRAINING & PROF. DEVELOP	2,115	1,125	2,115	5,000
Line Item Detail				
1 GCSAA TRAINING				3,500.00
2 Various trainings				1,500.00
		Line Items Total		5,000.00
0001-42 REPAIRS & MAINTENANCE	3,000	3,000	3,000	3,500
Line Item Detail				
1 Irrigation Pump Repairs				3,000.00
2 Fleet Repairs				500.00
		Line Items Total		3,500.00
0001-46 OTHER CONTRACT SERVICES	2,200	2,200	2,200	2,700
Line Item Detail				
1 Soil Testing				500.00

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Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Line Item Detail				
2 Turfgrass Consultation				2,200.00
		Line Items Total		2,700.00
0001-50 OTHER SERVICES & CHARGES	700	700	700	150
Line Item Detail				
1 Underground Storage Tank Fees				150.00
		Line Items Total		150.00
0001-54 REPAIR & MAINT SUPPLIES	17,000	15,440	17,000	17,000
Line Item Detail				
1 Equipment Repair Parts & Supplies				2,500.00
2 Mechanic's Service Tools				1,000.00
3 Maintenance Supplies				2,500.00
4 Miscellaneous Supplies				4,500.00
5 Tools and Supplies				2,250.00
6 Building and Repair Supplies				4,250.00
		Line Items Total		17,000.00
0001-56 UNIFORMS	1,144	1,144	1,144	1,144
Line Item Detail				
1 Uniforms				500.00
2 Safety Shoes				644.00
		Line Items Total		1,144.00
0001-62 FUELS, OILS & LUBRICANTS	16,700	16,700	16,700	20,000
Line Item Detail				
1 Propane				20,000.00
		Line Items Total		20,000.00
0001-64 PIPE & FITTINGS	5,000	5,000	5,000	10,000
Line Item Detail				
1 Irrigation System Pipe				5,000.00
2 Irrigation Replacement Parts				5,000.00
		Line Items Total		10,000.00
0001-66 CHEMICALS	100,000	101,890	100,000	115,000

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Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Line Item Detail				
1 Fertilizers				50,000.00
2 Fungicide				50,000.00
3 Wetting Agents				5,000.00
4 Insecticides				4,500.00
5 Herbicides				5,000.00
6 Industrial Gases				500.00
		Line Items Total		115,000.00
0001-68 OPERATING MATERIALS & SUPP	24,500	25,724	24,500	30,500
Line Item Detail				
1 Tee Markers, Flags, Green Products, etc.				4,000.00
2 Greens Grass Seed				3,000.00
3 Fairway and Rough Grass Seed				1,500.00
4 Top Dressing Sand				8,000.00
5 Sand Mix				2,500.00
6 Irrigation Hoses and Applicators				1,000.00
7 Yardage Stakes, Ropes and Signs				4,000.00
8 Toro NSN Software				5,000.00
9 Educational Programming				1,000.00
10 Soil Sensors Software				400.00
11 Office Supplies				100.00
		Line Items Total		30,500.00
0001-72 EQUIPMENT	16,000	90,589	16,000	19,000
Line Item Detail				
1 Turf Fans				16,000.00
2 Small Equipment				3,000.00
		Line Items Total		19,000.00
0001-86 GENERAL CITY CHARGES	360,045	360,045	360,045	0
Total GROUNDS MAINTENANCE	1,164,218	1,243,371	1,164,218	878,618

PROGRAM DETAIL

Bureau:
Municipal Golf Course

No:
091-08-9001

Department:
Parks and Recreation

Program:
Maintenance

No:
0001

Program Description:

The golf course itself is a living and breathing asset. It is subject to adverse weather conditions, along with biotic and abiotic stresses such as excessive play, heat, flooding, insect and disease pressure. Additionally, the golf course is aging. The property is over 20 years since its renovation while we still battle construction issues from the time due to its age the infrastructure is failing.

Goal(s):

The goal is to look at a strategic plan to increase efficiency, playability, and overall customer satisfaction while implementing capital projects to address these issues. In 2021 We will be implementing the additional Maintenance Building, renovating #9 Bunker, and putting a Chemical Storage building in place.

Items Maintained

Not all Duties May be Presented

Maintained Turf	Acres	General Maintenance	Total	Irrigation	Total
Greens	3 Acres	Tee Markers	180	Pump Station	1
Tees	3 Acres	Bunkers	56	Satellites	8
Approaches	6 Acres	Ponds	2	Valves	95
Fairways	30 Acres	Bird Houses	24	Tee Heads	103
Green Surrounds	15 Acres	Pollinator Gardens	3	Green Heads	102
Rough	60 Acres	Flower Beds	8	Fairway Heads	158
Natives	30 Acres	Bridges	7	Spray Heads	30
Driving Range	5 Acres	Buildings & Pavilion	3	Quick Couplers	48

Fairways: Mowing, Blowing, Spraying

Bunkers: Edging, Hover Mowing, Raking, Fixing Wash Outs, Pumping, Adding Sand

Administration: Education, Office Work, Spray Schedules, Inventories

Greens: Mowing, Rolling, Venting, Topdressing, Spraying, Changing Pins, Hand Watering, Aerifying

Irrigation: Repairs, Heads, Valves, Drives, Quick Couplers, Breaks, Satellite Boxes

Natives: Spraying, Mowing, Seeding

Surrounds: Mowing, Fertilizing, Spraying, Blowing

Tees: Mowing, Aerifying, Spraying, Top Dressing, Filling Divots, Blowing, Moving Tee Markers

*Adding the addition of two portable fans this season to dramatically improve turf health.

Capital Items

<u>Greens</u>	<u>Tees</u>	
Irrigation	Irrigation	Covered Material Bins
XGD Drainage	Leveling	Cart Paths
Ecolite Soil Amendment	Expansion	Irrigation Infrastructure
Remove Collar Dams	Re-Turf Tee Surrounds	Bunker Renovation
Turf Fans	Over Seed & Amend Soil Tees	Revolving Equipment

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0004 ADMINISTRATION**

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
0004-02 PERMANENT WAGES	93,516	93,516	93,516	95,206
0004-04 TEMPORARY WAGES	109,350	98,150	109,350	120,000
Line Item Detail				
1 Temporary Wages				120,000.00
2 Temporary wage cost adjustment correction				-38,485.00
		Line Items Total		81,515.00
0004-06 PREMIUM PAY	2,000	2,000	2,000	2,000
Line Item Detail				
1 Premium Pay				2,000.00
		Line Items Total		2,000.00
0004-08 LONGEVITY	1,526	1,526	1,526	1,601
0004-12 FICA	15,789	15,789	15,789	16,739
Line Item Detail				
1 FICA				16,738.74
		Line Items Total		16,738.74
0004-14 PENSION	9,579	9,579	9,579	10,789
Line Item Detail				
1 PENSION				10,788.75
		Line Items Total		10,788.75
0004-16 INSURANCE - EMPLOYEE GRP	32,078	32,078	32,078	31,808
Line Item Detail				
1 Health Insurance				31,807.50
		Line Items Total		31,807.50
0004-22 TELEPHONE	1,000	1,000	1,000	1,000
Line Item Detail				
1 Telephone Line				1,000.00
		Line Items Total		1,000.00
0004-26 PRINTING	200	1,765	1,765	3,500
Line Item Detail				
1 Managed Print Service - per IT				200.00
2 Signage (Range, Starter)				2,300.00

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**091 GOLF COURSE
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0004 ADMINISTRATION**

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Line Item Detail				
3 Scorecards				1,000.00
		Line Items Total		3,500.00
0004-32 PUBLICATIONS & MEMBERSHIP	1,450	1,450	875	1,350
Line Item Detail				
1 GAP Fees				500.00
2 USGA Fees				500.00
3 PA Golf Association Fees				350.00
		Line Items Total		1,350.00
0004-42 REPAIRS & MAINTENANCE	2,800	2,800	2,800	17,800
Line Item Detail				
1 Range Cart Repairs				2,000.00
2 Quest Pest Control				800.00
3 Driving Range Net Repair				15,000.00
		Line Items Total		17,800.00
0004-46 OTHER CONTRACT SERVICES	4,500	4,500	4,500	12,000
Line Item Detail				
1 RMW Website Hosting				2,000.00
2 Security Service Alarm Service				2,500.00
3 Exterior Door Repairs				7,500.00
		Line Items Total		12,000.00
0004-50 OTHER SERVICES & CHARGES	39,750	39,750	50,623	64,750
Line Item Detail				
1 Publications Advertising				4,500.00
2 Miscellaneous Advertising				2,250.00
3 County and school property taxes to be reimbursed by tenants renting property from us on the golf course				6,000.00
4 Sales Tax and Credit Card Fees				52,000.00
		Line Items Total		64,750.00
0004-54 REPAIR & MAINT SUPPLIES	3,805	1,305	3,805	6,305
Line Item Detail				

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0004 ADMINISTRATION**

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Line Item Detail				
1 Miscellaneous repairs for Pro Shop and Driving Range				805.00
2 Electrical Repairs to Driving Range				3,000.00
3 COVID Supplies (Disinfectant, Masks, Gloves, etc.)				2,500.00
		Line Items Total		6,305.00
0004-68 OPERATING MATERIALS & SUPP	16,600	17,800	17,642	17,800
Line Item Detail				
1 Golf Now Software				2,000.00
2 Gallus Golf App Software				2,000.00
3 Range Balls				13,000.00
4 Pencils				800.00
		Line Items Total		17,800.00
0004-70 PRO SHOP INVENTORY	50,000	58,435	48,435	70,000
Line Item Detail				
1 Golf Balls				30,000.00
2 Gloves				15,000.00
3 Shoes and Accessories				10,000.00
4 Hats				4,000.00
5 Shirts				6,000.00
6 Handicap Fees				5,000.00
		Line Items Total		70,000.00
0004-72 EQUIPMENT	12,500	12,500	12,500	5,000
Line Item Detail				
1 Driving Range Equipment				5,000.00
		Line Items Total		5,000.00
0004-86 GENERAL CITY CHARGES	0	0	0	378,047
Line Item Detail				
1 General City Charges				378,047.00
		Line Items Total		378,047.00
0004-88 INTERFUND TRANSFERS	0	0	0	125,000
Line Item Detail				

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0004 ADMINISTRATION

<u>Account Number</u>		<u>2021 Budget</u>	<u>2021 Adj. Budget</u>	<u>2021 A&E</u>	<u>2022 Prop. Budget</u>
<u>Line Item Detail</u>					
1 Loan Payment to General Fund (Payment 2 of 3)					125,000.00
Line Items Total					125,000.00
Total	ADMINISTRATION	396,443	393,943	407,783	980,695

PROGRAM DETAIL

Bureau: Municipal Golf Course	No: 091-08-9001	Department: Parks and Recreation	Program: Administration	No: 0004
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Program Description:

Under the supervision of the Deputy Director of Parks and Recreation the Golf Course General Manager is responsible for offering a quality golf course and driving range to all customers at a competitive price. It also provides for the proper operation and maintenance of the golf course, driving range and pro shop operation to ensure customer satisfaction. To provide a food and beverage establishment where customers can enjoy themselves during the year.

Goal(s):

To provide the recreation of golf in an efficient, safe and in a cost-effective manner before, during and after the covid virus pandemic.

Provide a facility that is able to meet the customer's needs including 18 hole golf course, practice areas, driving range, pro shop and golf instruction.

Measurable Budget Year Objectives and Long-Range Targets:

- Continue to be fiscally responsible and keeping the golf course open weather permitting 11 months each year.
- To provide food and beverage service to all patrons using the bar/restaurant, pavilion when they are available to operate in accordance with CDC and City of Allentown guidelines before, during and after the covid virus pandemic.
- Continue to increase and monitor data base of customers.
- To continue to increase internet booking to satisfy customer demand.
- To increase awareness of the Golf Course through internet, advertising and website marketing program.
- Continue to train staff to achieve excellent customer service.

Impact/Output Measures	2018 Actual	2019 Actual	2020 Actual	2021 YTD	2022 Target
Revenue from golf course	1,091,381	1,342,081	1,242,203	1,757,000	1,535,000
Revenue from driving range	124,518	150,618	278,701	345,000	300,000
Revenue from pro shop	62,139	68,485	50,500	72,000	90,000
Days open	254	236	241	260	250
Number of rounds	35,609	37,202	40,298	49,500	47,500
Number of driving range patrons	19,000	22,500	31,000	38,000	33,000
Internet bookings	10,173	10,916	13,495	15,500	15,000